



# Basic IRIS Guide: Childcare Users

USE IRIS TO ENSURE THE CHILDREN IN YOUR CHILDCARE ARE ADEQUATELY IMMUNIZED.

IN THIS GUIDE, LEARN HOW TO:

## How to Find a Child's Record in IRIS

IRIS can be a helpful and efficient tool to ensure children attending your childcare are up-to-date on their required immunizations. To find a child, log into IRIS. On the left-hand side, click [Find Child](#). We recommend searching by first and last name OR by gender and date of birth. If children are not found in IRIS, it is possible they are not immunized or received immunizations in a different state.

### Search by the Child's Name

**Last Name:** Enter at least the first three letters of the child's last name.

**First Name:** Enter at least the first two letters of the child's first name.

### Search by Gender & Birth Date

To search by birth date, use the following format:

MM/DD/YYYY.  
Then use the gender drop-down menu to select either male or female.

#### HELPFUL TIP

A (%) can be used to substitute unknown letters of the child's last name or first name. Ex: First name: T%% would find a child named Tim, Tom or Ted.

### Results

- ◇ **Exact Match** – If IRIS only found one child matching your search, the child's immunization history will be displayed.
- ◇ **List of Possible Matches** – If a list of names appears, then the search returned between 2 and 75 possible matches. Using the information displayed, select the child by clicking on the last name. The child's immunization history will then appear.
- ◇ **Threshold Limit** – If IRIS finds more than 75 possible matches from the search criteria, no children will be listed for further selection. Instead, the following message will appear:

"XX students were found. Please refine your search criteria to limit your student list" (where XX is the total number of students found in the search.)

In this instance, try searching with more specific information to identify the child.



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### IRIS Training & Questions

Please contact the Idaho Immunization Program for questions or additional IRIS training:

∴ (208) 334-5931

∴ iip@dhw.idaho.gov

# How to View a Child's Immunization History

The Immunization History screen includes basic demographic information and the child's immunization history.

## Vaccines Required for Childcare

IRIS shows when a child requires immunizations. The **Earliest Date** shows the earliest date a child could receive the immunization. If the date is highlighted in yellow, it means the child could receive the immunization now. The **Recommended Date** is highlighted in green and shows the date the child should receive the immunization. The **Overdue Date** is

highlighted in blue. Children should not attend childcare with overdue immunizations. Therefore, the child should receive the vaccine that is overdue as soon as possible.

**Maximum Age Exceeded** in pink indicates the child is too old to receive the required vaccine. For example, a 5-year old who hasn't completed the Pneumococcal series will show

"Maximum Age Exceeded" for Pneumococcal. The pink bar labeled **Complete** indicates the child has finished that immunization series.



| Patient Information                          |                            | IRIS ID: 1222425                             |   | VFC Eligible: No  |            |          |       |
|--|----------------------------|--|---|-------------------|------------|----------|-------|
| Patient Name (First - MI - Last)             | DOB                        | Gender                                       | Mother's Maiden                               | Tracking Schedule | Patient ID |          |       |
| TEST TEMPLE                                  | 11/01/2007                 | F  |   | Childcare         |            |          |       |
| Address                                      |                            | P.O. BOX 123, BOISE, ID 83701 (208) 334-5931 |   |                   |            |          |       |
| <b>Current Status:</b> Adequately Immunized  |                            |  |   |                   |            |          |       |
| <b>Reports</b>                               |                            |  |   |                   |            |          |       |
| Please Pick a Report List                    |                            |  | Add to Report                                 |                   |            |          |       |
| <b>History</b>                               |                            |  | Edit Patient Reports Print Print Confidential |                   |            |          |       |
| Vaccine Group                                | Date Administered          | Series                                       | Trade Name                                    | Dose              | Owned?     | Reaction | Hist? |
| Polio  | <a href="#">01/07/2008</a> | 1 of 4                                       | IPOL ®  |                   | No         |          | Yes   |
|  | <a href="#">03/04/2008</a> | 2 of 4                                       | IPOL ®  |                   | No         |          | Yes   |
|  | <a href="#">02/09/2009</a> | 3 of 4                                       | Pentacel®                                     |                   | No         |          | Yes   |
| <b>Current Age: 6 years, 1 month, 3 days</b> |                            |  |   |                   |            |          |       |
| <b>Vaccines Required For Childcare</b>       |                            |  |   |                   |            |          |       |
| Vaccine Group                                | Earliest Date              | Recommended Date                             | Overdue Date                                  | Latest Date       |            |          |       |
| <a href="#">DTP/aP</a>                       | 11/01/2011                 | 11/01/2011                                   | 11/01/2013                                    | 10/31/2014        |            |          |       |
| <a href="#">HepA</a>                         |                            |  | Complete                                      |                   |            |          |       |
| <a href="#">HepB</a>                         |                            |  | Complete                                      |                   |            |          |       |
| <a href="#">Hib</a>                          |                            |  | Complete                                      |                   |            |          |       |
| <a href="#">MMR</a>                          | 03/09/2009                 | 11/01/2011                                   | 11/01/2013                                    |                   |            |          |       |
| <a href="#">Pneumococcal</a>                 |                            |  | Complete                                      |                   |            |          |       |
| <a href="#">Polio</a>                        | 11/01/2011                 | 11/01/2011                                   | 11/01/2014                                    |                   |            |          |       |

# How to Print a Valid Immunization Record

All children in childcare must have a valid immunization record on file unless the parent has completed a state exemption form. To print the child's immunization history from IRIS, you may need to change your internet settings. To do so:

- ◇ Click [File](#) and then [Page Setup](#).
- ◇ Look at Headers and Footers and remove any entry in the Footer.
- ◇ Click [Ok](#). Now you are ready to print.
- ◇ Open up the child's record you want

to print and click [Print](#) as seen below.

- ◇ Once the record comes up in the print window, click on [File](#) and then [Print](#) in your browser.

|   |                      |
|---|----------------------|
| <b>Current Status:</b> Adequately Immunized |                      |
| <b>Reports</b>                              |                      |
| Please Pick a Report List                   | Add to Report        |
| <b>History</b>                              |                      |
| Edit Patient                                | Reports <b>Print</b> |

## HELPFUL TIP

IRIS works best with Internet Explorer, version 7.0 or higher. IRIS may have issues working properly while using Firefox or Safari. Adobe Acrobat Reader 6.0 or higher is also recommended.



**Ensuring Students are Immunized** is a great way to keep them healthy and reduce the risk of vaccine-preventable disease.



### Immunization Records

must be provided by parents or printed from IRIS within 14 days of a child initially attending childcare.

#### DID YOU KNOW?

50%

of children attend childcare in Idaho.



## How to Create and Manage Lists

### Create a New List

- ◇ Click on **Manage List** (as shown above) and enter a name in the New List Name field.
- ◇ Click **Save**. The list will be added and "The list has been created successfully" will appear at the top.
- ◇ Each childcare can create up to 15 lists. To change the name of a list, click on the list. Type in a new name and click **Rename**.

### Add Children to a List

- ◇ Open up a child's immunization record by searching for a child.
- ◇ Under Reports, click on the drop down box and select a list.
- ◇ Click **Add to Report**. To add the

child to multiple lists, select another list and click **Add to Report** again.

- ◇ After adding children to a list, click on the list name to view children. Children can be added or removed from a list at any time.

### Deleting a List

- ◇ Click **Manage List** to view your lists.
- ◇ Click **Delete** to the right of the list.
- ◇ You will be given a prompt: "Are you sure you want to delete this list?" Click **Ok** or **Cancel**.
- ◇ Click **Ok** to delete the list. Click **Cancel** to return to the Manage List screen. Deleting a list will not delete a child's record.

### Reports Available for: Toddler Room

| Report Name                                       | Description  |
|---|--|
| <a href="#">Student List</a>                      | Displays the name and date of birth for each student on the list sorted alphabetically by last name.   |
| <a href="#">Student Immunization History List</a> | Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.                               |
| <a href="#">Immunization Due</a>                  | Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name. |

| Client List for: <input type="text" value="Toddler Room"/> |                        | <b>Rename</b> | <b>Delete</b> | <b>Cancel</b> |
|--|------------------------|---------------|---------------|---------------|
| Delete   | Last Name              | First Name    | Middle Name   | Birth Date    |
| <input type="checkbox"/>                                   | <a href="#">TEMPLE</a> | SHIRLEY       |               | 11/01/2003    |
| <input type="checkbox"/>                                   | <a href="#">TEST</a>   | JOHNNY        | CONDITIONAL   | 01/01/1997    |

# How to Run and Open Reports from Lists

## Run a Report

Reports can help you quickly access immunization records for several children at once. For example, a report could help you quickly identify children on a list with missing immunizations. To access reports, click on [Manage List](#). Select the name of a list.

The **Student List Report** shows the name and birth date for each child on a list sorted by last name.

The **Student Immunization History List Report** displays the immunization history and recommended vaccines for each child on a list. To view this report:

- ◇ Click on the [Student Immunization History List](#) link. You will be taken to a School Report Job Status screen where you can view the status of the report you are running.
- ◇ Click Refresh until a report appears. When the report is ready to view, the link will turn blue and the status will say "100%." Click on the [History Report](#) link to view the report.

The **Immunization Due Report** allows you to search for specific overdue vaccines for the children on a list. For example, you may want to know how many children on your Toddler list are overdue for the Polio vaccine or which children will be due for immunizations within the upcoming month. To run this report:

- ◇ Click on the [Immunization Due](#) link. You will be taken to a screen where you can enter search criteria.

◇ Within the Select the Vaccine Group section, select Use All

Vaccine Groups if you want to look at all vaccines. Select Use Vaccine Groups Selected (as shown above) if you want to look at only a few vaccines. To search for specific vaccines:

- ∴ Scroll through the vaccine list and select the vaccine. Click [Add](#). All selected vaccines will appear in the box to the right in green font as seen above.
- ∴ To remove vaccines from the report criteria, click on the selected vaccine from the box to the right and click [Remove](#).

- ◇ The status criteria section allows you to select children that are currently due for an immunization or will be due for an immunization in the next <#> months. Select either Currently Due or Due in the Next <#> Month(s). Choose the number of months from the dropdown menu list.
- ◇ Once you are finished with the search criteria, click [Generate](#). You will be taken to a Report Job Status screen. Click [Refresh](#) until the status is 100% and a report appears. Click on the blue link to view the report.

## Open a Report

IRIS reports will open as an Adobe Acrobat document. Additionally, IRIS can only create one report at a time. Once you run a new report, your previous reports may be erased. If your report criteria did not apply to any children on your list, the message "No School Report Logged" will appear.

As soon as the report name appears in blue or the status displays Ready, the report is ready for viewing.

To view the report, click on the report name. Depending on the size of the report, it may take some time to open the report in Adobe Acrobat Reader. If there is a problem viewing your report, please contact the Idaho Immunization Program:

- ∴ (208) 334-5931
- ∴ iip@dhw.idaho.gov

### HELPFUL TIP

You do not have to remain on the Report Status screen while a report is running. Feel free to go elsewhere in IRIS while your report runs in the background. Click [Check School Report](#) to check on the status of a report. Then click [Refresh](#).





# How to Create Legal Notices for Parents



## Choosing Not to Immunize

is a decision parents may make. Parents must provide the childcare provider with a completed state exemption form if they choose not to immunize their child. Childcare providers should keep a list of all children with exemptions on file in the event of a disease outbreak. Idaho's childcare exemption forms can be found at [www.immunizeidahochildcare.com](http://www.immunizeidahochildcare.com).

|               |         |        |                    |       |
|---------------|---------|--------|--------------------|-------|
| Add to Report |         |        |                    |       |
| Edit Patient  | Reports | Print  | Print Confidential |       |
| Trade Name    | Dose    | Owned? | Reaction           | Hist? |

IRIS gives childcare users the ability to quickly create legal notices to inform parents if their children are missing immunizations. Legal notices include the child's name, missing immunizations, instructions and a deadline for follow-up. Each notice also includes the childcare facility's name, phone number, and point of contact. E-mail the IRIS Help Desk at [IRIS@dhw.idaho.gov](mailto:IRIS@dhw.idaho.gov) to change information about your facility in IRIS.

## Create a Legal Notice for One Child

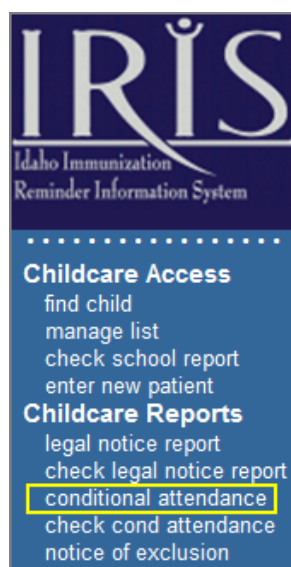
To create a legal notice for a parent of a specific child, open up the child's immunization history screen. Click on [Reports](#) as seen to the left. The Reports screen will be displayed. Here you have the option to print this notice in English or Spanish and choose a deadline date. The deadline date will automatically display as two weeks from today's date unless you specify otherwise. Once you

are finished, click the blue [Legal Notice](#) hyperlink. The notice will appear in a new window. See page 6 for an example of the legal notice for parents.

## Create Legal Notices for Multiple Children

To create legal notices for multiple children, you must have included the children on a list. On the IRIS homepage, click on [Legal Notice Report](#). A Legal Notice Report screen will open. Here you have the option to create notices for every child with missing immunizations associated with your facility. You can also select students by list (for example: the Toddler list) to only print notices for a specific group of students. Once you finished selecting your criteria for children, click [Generate](#). Click [Refresh](#) until a blue [Legal Notice Report](#) appears. Click on the report to open up an Adobe Acrobat file with multiple legal notices.

# How to Create Conditional Attendance Forms



Conditional attendance forms must be signed by parents of children who conditionally attend childcare. To be eligible for conditional attendance, a child must have received at least one dose of each

required vaccine and currently be on schedule for subsequent immunizations. Conditional attendance forms are created in the same way as legal notices.

## Conditional Attendance Form for One Child

To create a conditional attendance form for a specific child, open up the child's immunization history screen and click on [Reports](#) as seen above. If the child is eligible for conditional attendance, a conditional attendance form will appear. Select either English or Spanish and then click on the blue [Conditional Attendance](#) hyperlink to open the form.

## Conditional Attendance Forms for Multiple Children

To create conditional attendance forms for many children at once, click on the [Conditional Attendance](#) link under Childcare Reports. Select specific search criteria or simply click

[Generate](#) to create conditional attendance forms for every eligible child associated with your childcare facility. Click [Refresh](#) until the form is ready and then click the blue [Conditional Attendance Report](#). In the event no children are eligible for conditional attendance, the report will not appear as a hyperlink and the record count will be zero. See page 7 for an example of a conditional attendance form.

### FOR MORE INFORMATION

- ∴ To learn more about Idaho's childcare immunization requirements visit [www.immunizeidahochildcare.com](http://www.immunizeidahochildcare.com).
- ∴ To request additional training or for further questions, call (208) 334-5931 or e-mail [iip@dhw.idaho.gov](mailto:iip@dhw.idaho.gov).

# Examples of IRIS Letters: Parent Legal Notice

## FOR INCOMPLETE CHILDREN

DEPARTMENT OF HEALTH AND WELFARE  
Idaho Immunization Program

STATE OF IDAHO  
IDAPA 16.02.11

### LEGAL NOTICE

#### Required Immunizations (shots) for Admission to Licensed Childcare Facilities

To the Parent, Guardian or Legal Custodian of MONA LISA:

Idaho Code requires that children be up-to-date on their immunizations (shots) to attend licensed childcare facilities in Idaho. Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. All children must meet childcare immunization requirements, unless exempted, within fourteen (14) days of initial attendance to any licensed childcare facility in Idaho. According to our records, your child is not compliant because either an immunization record is not available at the childcare facility or an immunization(s) is needed (see reason for noncompliance marked below).

You need to act right away to keep your child in childcare. According to Idaho law, we cannot allow your child to attend childcare unless we receive evidence that Idaho childcare immunization requirements are met by 12/18/2013.

#### Reason for Noncompliance:

☐ No Record

☒ Your child needs the following checked vaccines: <sup>1</sup>

| DTaP/Td  | Polio   | MMR  | Hepatitis B                                   | Hib   | Varicella <sup>2</sup>                        | Hepatitis A  | Pneumo <sup>3</sup>                           | Rotavirus                                     |
|--|---|--|---|---|---|--|---|---|
| <input checked="" type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose            | <input type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose            | <input type="checkbox"/> 1 <sup>st</sup> Dose | <input type="checkbox"/> 1 <sup>st</sup> Dose |
| <input type="checkbox"/> 2 <sup>nd</sup> Dose            | <input type="checkbox"/> 2 <sup>nd</sup> Dose | <input checked="" type="checkbox"/> 2 <sup>nd</sup> Dose | <input type="checkbox"/> 2 <sup>nd</sup> Dose | <input type="checkbox"/> 2 <sup>nd</sup> Dose | <input type="checkbox"/> 2 <sup>nd</sup> Dose | <input checked="" type="checkbox"/> 2 <sup>nd</sup> Dose | <input type="checkbox"/> 2 <sup>nd</sup> Dose | <input type="checkbox"/> 2 <sup>nd</sup> Dose |
| <input type="checkbox"/> 3 <sup>rd</sup> Dose            | <input type="checkbox"/> 3 <sup>rd</sup> Dose |  | <input type="checkbox"/> 3 <sup>rd</sup> Dose | <input type="checkbox"/> 3 <sup>rd</sup> Dose |   |  | <input type="checkbox"/> 3 <sup>rd</sup> Dose | <input type="checkbox"/> 3 <sup>rd</sup> Dose |
| <input type="checkbox"/> 4 <sup>th</sup> Dose            | <input type="checkbox"/> 4 <sup>th</sup> Dose |  |   | <input type="checkbox"/> 4 <sup>th</sup> Dose |   |  | <input type="checkbox"/> 4 <sup>th</sup> Dose |   |
| <input type="checkbox"/> 5 <sup>th</sup> Dose            |   |  |   |   |   |  | <input type="checkbox"/> 5 <sup>th</sup> Dose |   |

<sup>1</sup> If your child needs more than one dose of any one vaccine, the series must be started by the deadline specified above and the Idaho Conditional Attendance to Childcare form must be completed. Your child will be permitted to attend childcare on the condition that they will receive still-needed doses as they become due.

<sup>2</sup> If your child already had chickenpox disease, varicella vaccine is not required. Please provide the childcare with documentation from your child's physician or licensed health care professional indicating that your child has had chickenpox.

<sup>3</sup> If your child needs a 5th dose of pneumococcal vaccine, it is likely because a supplemental dose of pneumococcal vaccine is required. Children aged 14 through 59 months who received a completed 4-dose or other age-appropriate series of PCV7, must also receive a supplemental dose of PCV13.

Your immediate cooperation is appreciated.

Test Childcare  
Childcare Facility

(208) 334-6994  
Childcare Facility Phone

Carmela Gupta  
Childcare Operator

12/04/2013  
Date sent

# Examples of IRIS Letters: Conditional Attendance Forms

CONDITIONAL ATTENDANCE: A child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations.



## IDAHO CONDITIONAL ATTENDANCE TO CHILDCARE Schedule of Intended Immunizations Form

The Schedule of Intended Immunizations Form is required by IDAPA 16.02.11 to document the intended immunization schedule of a child who has not received all required immunizations according to the age-deadlines for childcare admission. To be eligible for conditional attendance, a child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations following the intervals on the back of this page.

**SECTION 1:** This section is to be filled out by childcare official. Sections 1 and 2 must be completed for this form to be valid.

**A. NAME OF CHILD:** TEST, JOHNNY CONDITIONAL **DATE OF BIRTH:** 01/01/1997

**B. VACCINES NEEDED:** Circle the dose number(s) of the OVERDUE required vaccine(s) below.

| Age-Deadline to Obtain Required Doses  | REQUIRED IMMUNIZATIONS FOR CHILDCARE ATTENDANCE   |                    |     |   |            |             |           |             |                           |                        |
|--|---|--------------------|-----|---|------------|-------------|-----------|-------------|---------------------------|------------------------|
|  | All doses must meet the minimum ages and intervals (Number of doses of Hib and Rotavirus required depends on vaccine brand type.) |                    |     |   |            |             |           |             |                           |                        |
|  | DTaP <sup>1</sup>   | Polio <sup>2</sup> | MMR | Haemophilus influenza type b (Hib) <sup>3</sup> |            | Hepatitis B | Varicella | Hepatitis A | Pneumococcal <sup>4</sup> | Rotavirus <sup>5</sup> |
|  |   |                    |     | Act- Hib  | Pedvax Hib |             |           |             |                           |                        |
| 3 months                               | 1   | 1                  |     | 1   | 1          | 1           |           |             | 1                         | 1                      |
| 5 months                               | 2   | 2                  |     | 2   | 2          | 2           |           |             | 2                         | 2                      |
| 7 months                               | 3   |                    |     | 3   |            |             |           |             | 3                         | 3                      |
| 18 months                              |   |                    | 1   | 4   | 3          |             | 1         | 1           | 4                         |                        |
| 19 months                              | 4   | 3                  |     |   |            | 3           |           |             |                           |                        |
| 2 years                                |   |                    |     |   |            |             |           | 2           |                           |                        |
| 7 years (or school entry) <sup>6</sup> | ⑤   | 4                  | 2   |   |            |             | 2         |             |                           |                        |

1. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older.  
 2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose.  
 3. Hib: Generally not recommended for children aged 5 years or older.  
 4. Pneumococcal: Generally not recommended for children aged 5 years or older. Children aged 14 through 59 months who received a completed 4-dose or other age-appropriate series of PCVT, must also receive a supplemental dose of PCV13.  
 5. Rotavirus: Vaccination should not be initiated for infants aged 15 weeks 0 days or older. The maximum age for the final dose is 8 months 0 days.  
 6. For children aged 7 years and older that have not completed the DTaP series, additional doses of Tdap/Td are required.

**C. VACCINE CATCH-UP SCHEDULE:** Overdue vaccines must be received as quickly as possible following the schedule on the back of this page. Enter the date of the LAST dose(s) received and the due date of the NEXT dose(s) below for each OVERDUE required vaccine.

| Check box(es) of MISSING required vaccines   | Enter date of LAST dose received (mm/dd/yyyy) | Enter due date of NEXT dose(s) (mm/dd/yyyy) |
|--|---|---|
| <input checked="" type="checkbox"/> Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT, Td) |   | 01/01/2017                                  |
| <input type="checkbox"/> Polio   |   |   |
| <input type="checkbox"/> Measles, Mumps, Rubella (MMR)                                 |   |   |
| <input type="checkbox"/> Hepatitis B   |   |   |
| <input type="checkbox"/> Haemophilus influenza type b (Hib)                            |   |   |
| <input type="checkbox"/> Varicella   |   |   |
| <input type="checkbox"/> Hepatitis A   |   |   |
| <input type="checkbox"/> Pneumococcal  |   |   |
| <input type="checkbox"/> Rotavirus   |   |   |

As the \_\_\_\_\_ (title) at Test Childcare (name of childcare), I certify the child named above has record of receiving at least one dose of each required vaccine and as such is legally eligible for conditional attendance. I will review the immunization status of this child until all requirements are met. This conditional attendance form expires on: 01/15/2017 (two weeks after the earliest due date above).

Carmela Gupta

Name of Childcare Official (PRINT)

Signature of Childcare Official

12/04/2013

Date



IDAHO DEPARTMENT OF HEALTH & WELFARE  
**DIVISION OF PUBLIC HEALTH**